

BusinessPurchasing/Paying Procedures

The Director of Business and Finance is appointed by the board of Education as the purchasing agent. He/she shall be responsible for developing and administering the purchasing program and paying procedures for the school district. The function of the purchasing agent is to serve the education program by providing the necessary supplies, equipment, and services. These items must be procured efficiently and economically.

The Brookfield Board of Education shall purchase competitively, without prejudice, and seek maximum educational value for every dollar expended. The school district shall purchase locally, if goods of equal quality and equal or lower prices are available from local suppliers. The acquisition of services, equipment and supplies is centralized in the purchasing department which functions under the supervision of the Director of Business and Finance and through whose office all purchasing transactions and subsequent payments are conducted.

Purchasing

- The purchasing agent is authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law and when budget appropriations are adequate to cover such obligations.
- All purchases involving expenditures of more than \$10,000 require public advertising, and competitive bidding and shall be awarded after the Board has approved funding for these expenditures.
- All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier.
- When formal bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all approved, responsible and qualified merchants and firms who have indicated an interest in bidding.
- Purchases may be made through available state contracts or cooperative purchasing arrangements when such purchases are in the best interest of the school district.
- Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.
- The purchasing procedures employed shall comply with all applicable laws and regulations of the State and Commissioner of Education.

Business

Paying

- All suppliers should render invoices in duplicate for materials, supplies, services and equipment after delivery to the district.
- In instances of a partial shipment, an invoice for the merchandise that has been delivered and the signed copy of the delivery receipt must be submitted for payment.
- An invoice to be submitted to the business office for approval for payment shall qualify when the following conditions are met:
 - It bears the description and price of the items specified on the purchase order, less any allowed discounts.
 - It is accompanied by the receiving copy of the purchase order bearing the signature of the requisitioner that the item has been received in a satisfactory condition and in the quantity indicated and with all warranties.
 - All extensions and totals have been checked for accuracy.
 - It has the approval of the Director of Business and Finance.

No board member, officer or employee of this school district or their immediate families, shall be interested financially in any contract entered into by the Board. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier or prospective supplier of materials or services to the district.

Legal Reference: Connecticut General Statutes
 10-248 Payment of school expenses

Policy adopted: 8/14/02

BROOKFIELD PUBLIC SCHOOLS
Brookfield, CT